

## Production Services LOTO Procedures

<b>Equipment</b>	<b>Komori Printing Press</b>		
<b>Location</b>	<b>Building 197B, Room 1-95</b>	<b>Date</b>	<b>3/1/2005</b>

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the Komori Printing Press. The press uses an electric motor, mechanical devices, vacuum pump, and liquid pump in the printing process.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
  - a) Machine adjustments may have to be made while the press is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
  - b) Lockout the electrical shutoff located behind the press for all other adjustments, maintenance, and service.
  - c) Circuit breaker reset: In the even the electrical panel has to be opened to reset circuit breakers, the following machine specific LOTO procedures must be followed to ensure employee and equipment safety. **Minimum PPE required: Long sleeved natural fiber shirt, long natural fiber pants, and non-metallic safety glasses. Step ii) below also requires voltage rated gloves and leather glove protectors.**
    - i) Turn off and lockout electrical knife switch located on the wall behind the press. **Stand to the side of the electrical box while turning the switch off.**
    - ii) Open machine electrical panel and check that panel is de-energized by using a voltage tester. **Additional PPE required: Voltage rated gloves and leather glove protectors.**
    - iii) Reset circuit breaker(s)
    - iv) Close machine electrical panel.
    - v) Remove lockout device and turn on the electrical knife switch. **Stand to the side of the electrical box while turning the switch on.**
    - vi) Turn on press and check to ensure proper and safe operation.